

# Michigan Civil Service Commission

## Regulation 4.07

<b>Subject:</b> <b>Agency Reorganizations and Position Recodings</b>		
<b>SPDOC No.:</b> 19-11	<b>Effective Date:</b> October 1, 2019	<b>Replaces:</b> Reg. 4.07 (SPDOC 16-06, January 1, 2017)

### 1. Purpose

This regulation outlines standards to notify Civil Service of a planned reorganization or position recoding before implementation to determine any classification impact.

### 2. CSC Rule Reference

#### *4-2 Position Classification Review*

*Civil service staff shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

*(a) Position review. An appointing authority shall give notice to civil service staff of material changes in the duties and responsibilities that may impact the proper classification of a position. If the appointing authority does not notify the civil service staff of material changes, the employee occupying the position may initiate a position review by filing an updated position description and a written request with the civil service staff.*

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### 3. Standards

#### **A. Agency Reorganizations.**

1. An appointing authority shall notify Civil Service of proposed reorganizations before implementation. A meeting may be held to discuss the reorganization.
2. The appointing authority must submit the following to Civil Service to determine a proposed reorganization's impact:
  - a. Current organizational charts.
  - b. Proposed organizational charts after the reorganization with organizational titles, classifications and levels, and employees' names.
  - c. Position descriptions for affected positions in the proposed organizational structure.
  - d. Executive orders or directives impacting the reorganization.

3. Civil Service will determine and notify the agency of:
  - a. The appropriate classification of affected positions.
  - b. Positions that can be recoded.
  - c. Positions that must be established or reclassified under regulation 4.01.
4. The appointing authority must submit official Position Action Requests and Position Recodings to implement the reorganization.

**B. Position Recodings.**

1. Position recoding means changing a position's supervisor, process level, or department code. The position's duties and responsibilities are essentially unchanged.
  - a. Positions must be recoded to reflect new organizational placement and reporting relationship when changed.
  - b. When a position is moved to a different supervisor, department code, or process level, the appointing authority must complete and submit a Position Recoding to Civil Service.
2. Only Civil Service can process a change to the direct supervisor code on a position record (PA02.1) and the supervisor code on an employee record (HR11.1). Changes to the direct-supervisor, process-level, or department code on a position record impact all employees attached to the position. Appointing authorities must not change these fields for a position recoding. To separate existing many-to-one positions, transactions must be made in accordance with regulation 4.01.
3. The appointing authority must indicate the reason for the Position Recoding in the request.
4. Civil Service shall determine if a change in reporting relationship impacts positions' classification and discuss any necessary classification actions with the appointing authority.
5. If approved, Civil Service will change the position record in the Human Resources Management Network (HRMN), which will automatically change the employee record.
6. If disapproved, Civil Service will notify the appointing authority.

**CONTACT**

Questions on this regulation may be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-284-0103; or [MCSC-OCSC@mi.gov](mailto:MCSC-OCSC@mi.gov).